Attendance policy 2022 - 2023

Approved by:	Pip Burley	**Date:** April 2022
Last reviewed on:	April 2022	
Next review due by:	April 2023	

Contents

1. Aims

LAMP Learning are committed to meeting our obligations with regards to school attendance by:

> Promoting good attendance and reducing absence, including persistent absence

> Ensuring every student has access to the education to which they are entitled

> Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

> Part 6 of The Education Act 1996

> Part 3 of The Education Act 2002

> Part 7 of The Education and Inspections Act 2006

> The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

> The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the directors to account for the implementation of this policy.

3.2 The directors

The directors are responsible for:

> Implementation of this policy at LAMP Learning

> Monitoring school-level absence data and reporting it to governors

> Supporting staff with monitoring the attendance of individual students

3.3 The Welfare Manager

The Welfare Manager:

> Monitors student attendance data putting in relevant welfare support and/or intervention in place where required

> Reports concerns about attendance to the SLT

> Works closely with parents/carers when attendance issues arise.

> Works with other agencies in health or social care where appropriate to support student's attendance

3.4 Teaching staff

Teaching staff are responsible for recording attendance in each of their classes on a daily basis. This information is recorded on a student's learning log alongside information about their progress and engagement.

3.5 LAMP admin staff

LAMP admin staff are expected to take calls from parents about absence and record it appropriately.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all students onto this register.

We will take our attendance register at the start of each of the 4 sessions of each school day. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students should aim to arrive at LAMP by;

9:25am for am1

10:40 for am2

12:40 for pm1

13:55 for pm2

The register for am1 will be taken at 9:45 and will be kept open until 10:15am.

The register for am2 will be taken at 11am and will be kept open until 11:30am.

The register for pm1 will be taken at 1pm and will be kept open until 1:30pm

The register for pm2 will be taken at 2:15pm and kept open until 2:45pm

Where necessary, due to a student's SEN, attendance times will be flexible according to need and to ensure access to the centre outside of busier times.

4.2 Unplanned absence

The student's parent/carer must notify LAMP on the first day of an unplanned absence by 9am or as soon as practically possible.

You can notify LAMP to report an absence via phone, email or text

We will mark absence due to illness as authorised unless the LAMP had a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the LAMP may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If LAMP is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers notified.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies LAMP in advance of the appointment.

You can notify LAMP via telephone, email or text.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences LAMP can authorise.

4.4 Lateness and punctuality

A student who arrives late:

> Before the register has closed will be marked as late, using the appropriate code

> After the register has closed will be marked as absent, using the appropriate code

If LAMP feel there are issues with punctuality these will be raised with parents/carers.

4.5 Following up absence

Where any child we expect to attend LAMP does not attend, or stops attending, LAMP will:

> Follow up on their absence with their parent/carer to ascertain the reason, by;

> 10am for am1

> 11:15 for am2

> 13:15 for pm1

> 14:30 for pm2

Follow ups will be done by telephone first and then by email by the times stated above

> Ensure proper safeguarding action is taken where necessary

> Identify whether the absence is approved or not

> Identify the correct attendance code to use

4.6 Reporting to parents

Individual attendance rates are recorded on student reports which are produced at Annual Review and in end of term reports

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The directors only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the director's discretion.

LAMP considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

> Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

> Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, LAMP will seek advice from the parents' religious body to confirm whether the day is set apart

5.2 Reducing persistent absence

Good attendance and progress in education go hand in hand, Leamington LAMP are committed to supporting parents/carers with their children's attendance. If there are persistent issues with

attendance, LAMP will meet with parents to discuss these and put a plan in place to support students back into full attendance again.

6. Attendance monitoring

The Welfare Manager monitors student absence on a daily basis.

A student's parent/carer is expected to call LAMP in the morning if their child is going to be absent due to ill health (see section 4.2).

If a student's absence goes above 3 days, LAMP will contact the parent/carer of the student to discuss the reasons for this.

If a student's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. LAMP will compare attendance data to the national average, and share this with the governing board.

LAMP will use attendance data to;

Track the attendance of individual students, groups of children, identify those children who may be in need of intervention and support

7. Strategies for promoting attendance

Unlike mainstream schools, students attend LAMP because they want to and because LAMP is a specialist provider for students with high anxiety and or ASD.

The following approaches are used to promote good attendance;

- Taster sessions ahead of starting

- Individualised timetable

- Phased entry to the provision

- Timetabling based around specific need e.g. morning/afternoon

- Heavy involvement of parents and other support e.g. social care, referrers

- Engaging students in subjects of interest

- Student centred provision

- Small setting, low arousal atmosphere

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

> Child protection and safeguarding policy
> Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
	Authorised absence	
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Additional COVID-19 codes may also be used where necessary